

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
**OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT**

<b>Center Name:</b> Sha'Terra Memorial Pre-School Academy	<b>Center ID#:</b> 16SHA0001	<b>County:</b> Passaic
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<b>Address:</b> 20 Southard St	<b>City:</b> Paterson	<b>Zip Code:</b> 07501	<b>Email:</b> PFM278@aol.com
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<b>Phone:</b> 973-684-9870	<b>Fax:</b> 9732781017	<b>Initial Inspection:</b> 12/8/2014	<b>License Status:</b> R1/5/16
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<b>Due Date(s):*</b>	12/22/2014	1/6/2015	1/30/2015	2/23/2015	3/25/2015	4/8/2015
<b>Date(s) Reinspection:</b>	12/23/2014	1/16/2015	2/9/2015	2/25/2015	3/25/2015	5/4/2015
<b>Due Date(s):*</b>	5/18/2015	7/10/2015	8/10/2015			
<b>Date(s) Reinspection:</b>	6/26/2015	7/10/2015	7/15/2015	8/10/2015		
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**Center is in compliance with requirements as of:** 8/10/2015 *\*Reinspection occurs on or soon after due date*

2/25/15-no children present. 4/8/15-center was closed. 7/15/15 complaint #608

Renewal ☐ Initial ☐ Monitor ☒ Increase ☐ Age Change ☐ Relocation ☐ New Sponsor ☐ Space Evaluation ☒ Complaint # 608

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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**Supervision, Staff/Child Ratios & Space**

		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
3/25/2015	6/26/2015	<input checked="" type="checkbox"/> 2. Ensure that children are supervised by a staff member at all times, including at off-site locations.

Notes:

12/23/2014	2/9/2015	<input type="checkbox"/> 3. Develop and implement a method to keep track of all children, including at off-site locations.
12/8/2014	1/16/2015	<input type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

Notes: 19 children ages 0-4 with 2 staff when 4 are required.

		<input type="checkbox"/> 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 6. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		<input type="checkbox"/> 7. Post the center's license in a prominent location in each building.
		<input type="checkbox"/> 8. Operate within the center's licensed capacity and within each room's capacity.

Notes:

		<input type="checkbox"/> 9. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
12/8/2014	12/23/2014	<input type="checkbox"/> 10. Ensure the children's health, safety and well-being.

Notes: Ensure that all jackets, hats, and bibs are removed before placing a child in the crib for nap.

**Activities & Discipline**

12/8/2014	2/9/2015	<input checked="" type="checkbox"/> 11. Provide a sufficient variety of age-appropriate activities.
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*Note: If number is checked, see attachment page(s) for clarification.*

		<input type="checkbox"/> 12. Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 13. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 14. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
12/8/2014	2/9/2015	<input type="checkbox"/> 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 16. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 17. Significantly limit the use of TV/computer/video for children under the age of 2.
		<input type="checkbox"/> 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs; prohibit corporal and/or emotional punishment.

Notes:

		<input type="checkbox"/> 19. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
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**Nutrition & Rest**

		<input type="checkbox"/> 20. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at ( <a href="http://www.fus.usda.gov/cnd/care/childcare.htm">www.fus.usda.gov/cnd/care/childcare.htm</a> ))
		<input type="checkbox"/> 21. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
3/25/2015	5/4/2015	<input checked="" type="checkbox"/> 23. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.

**Administration & Parent Involvement**

		<input type="checkbox"/> 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.
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**Program Records**

12/8/2014	2/25/2015	<input type="checkbox"/> 25. Complete and maintain at the center the staff records checklist.
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Notes:

12/8/2014	2/25/2015	<input type="checkbox"/> 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
12/8/2014	2/9/2015	<input type="checkbox"/> 27. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
		<input type="checkbox"/> 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.

Notes:

12/8/2014	2/25/2015	<input type="checkbox"/> 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
12/8/2014	2/9/2015	<input type="checkbox"/> 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
		<input type="checkbox"/> 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
12/8/2014	2/25/2015	<input type="checkbox"/> 32. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
12/8/2014	2/25/2015	<input type="checkbox"/> 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website <a href="http://www.cpsc.gov/cpscpub/prerel/prerel.html">www.cpsc.gov/cpscpub/prerel/prerel.html</a>

**Sanitation & Diapering**

		<input type="checkbox"/> 34. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
		<input type="checkbox"/> 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
		<input type="checkbox"/> 36. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.

**Note:** If number is checked, see attachment page(s) for clarification.

**Health & Fire Safety**

		<input type="checkbox"/> 37. Obtain and maintain on file a current health certificate.
12/8/2014	8/10/2015	<input type="checkbox"/> 38. Obtain and maintain on file a current fire certificate.
12/8/2014	2/9/2015	<input type="checkbox"/> 39. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
12/8/2014	8/10/2015	<input checked="" type="checkbox"/> 40. Ensure the center's fire protective systems are operative at all times.
12/8/2014	1/16/2015	<input checked="" type="checkbox"/> 41. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
		<input type="checkbox"/> 42. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes:

		<input type="checkbox"/> 43. Ensure that illuminated exit signs and emergency lighting are operable at all times.
12/8/2014	2/9/2015	<input type="checkbox"/> 44. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 45. Remove excess storage and/or combustibles from the furnace room.

**Bathroom & Kitchen Facilities**

12/8/2014	12/8/2014	<input type="checkbox"/> 46. Ensure all toxic substances and medications are inaccessible to children.
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Notes: A) Remove the soap and water bottle from the table while the children are eating. B) Remove the purse from the kids level.

**Building Maintenance**

12/8/2014	2/9/2015	<input checked="" type="checkbox"/> 47. Keep all surfaces clean and in good repair.
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Notes:

		<input type="checkbox"/> 48. Provide 1 of the 4 monitoring options listed in the manual.
12/8/2014	1/16/2015	<input type="checkbox"/> 49. Repair and/or paint surfaces in specified areas:

Notes: Ensure that the walls throughout the center are free of chipped and peeling paint and exposed wall board.

		<input type="checkbox"/> 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
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Notes:

**Outdoor Play Area, Equipment and Maintenance**

		<input type="checkbox"/> 51. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 52. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 53. Take necessary action to remove outdoor hazards.

Notes:

**ALERT:** Effective 8/6/14, stackable cribs are prohibited.

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Maria Altamirano CCQAI-1

Brenda Piers CCQAI-1

Debbie Simpson 6/26/15

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
11	12/8/2014	2/9/2015	A) Ensure that there are 4 centers with 4 separate activities in each area for the Infant / Toddler. B) Ensure that there are 5 centers with 5 separate activities in each area for the Preschoolers. (abated 1/16/15)	Delete
40	12/8/2014	8/10/2015	Ensure the fire panel is not in trouble mood. The fire officials were called and a fire watch was set up until the fire panel is repaired. Submit a copy of the service report indicating that the fire panel is in working order. The fire system is working, however, the panel is outdated and needs to be replaced. This violation will not be abated until the panel is replaced.	Delete
41	12/8/2014	1/16/2015	Submit a current floor plan to match the OOL's approved space.	Delete
47	12/8/2014	2/9/2015	A) Ensure that all ceiling vents and returns throughout the center are free of dust and dirt. B) Repair or replace the torn cushion in room 3 in the kitchen area. C) Ensure that all of the children's toys and toy cabinets throughout the center are free of dirt and dust. (abated 1/16/15) D) Ensure that all of the ceiling corners and window sills throughout out the center are free of dirt and dust. E) Repair or replace the cracked ceiling tiles in the girls bathroom. F) Ensure that the door jams and doors to the bathrooms are cleaned and free of dirt. (abated 1/16/15) G) Ensure that all walls are cleaned and free of dirt. (abated 1/16/15)	Delete
501	12/8/2014	1/16/2015	Ensure that the water temperature in the bathroom sinks is 110 degrees or lower. The thermometer read 130 degrees.	Delete
502	12/8/2014	2/9/2015	Remove the locks from the bathroom doors to ensure that the children can't lock themselves in the bathroom.	Delete
503	12/8/2014	12/8/2014	Ensure that the building is kept a minimum of 68 degrees while the children are present. The temperature was below the required 68 degrees upon arrival to the center.	Delete
504	12/8/2014	1/16/2015	Ensure that the bathrooms are stocked with paper towels, soap, and toilet paper.	Delete
4	12/8/2014	1/16/2015	12/23/14-16 children ages 0-4 with only 2 staff when 3 is required.	Delete
505	1/16/2015	2/9/2015	Secure the TV in room 2.	Delete
2	3/25/2015	6/26/2015	A) Staff left the children alone to answer the front door several times. B) Staff left the children alone to go to another classroom. Train all of the staff on supervision and send an outline and staff signatures to the OOL. 6/26/15 children were being supervised waiting on training	Delete
23	3/25/2015	5/4/2015	Ensure that the children are placed on their backs for sleeping. Remind parents of this regulation and do not allow parents to place the child on their stomachs when children arrive to school.	Delete
3	3/25/2015	6/26/2015	Recited: Ensure that staff know how many children are in their room at all times. Train all staff on procedures to track children and send an outline and staff signatures to the OOL.	Delete
4	3/25/2015	6/26/2015	Recited: 15 children ages 0-21/2 with 1 staff when 4 is required. Train all staff on proper ratios and send an outline and staff signatures to the OOL.	Delete
10	3/25/2015	6/26/2015	Recited: a) Ensure all loose bedding and additional blankets are removed while the children are in the crib. Ensure the crib sheet is the only bedding a child is resting on. b) Remove the hoods of sweatshirts from children's head when placed in the crib. c) Ensure the children do not cover their heads with blankets in the crib. d) Ensure that the staff do not pick up the children from the ground by their arms. Train all staff on children's safety with bedding and how to pick up children and send an outline and staff signatures to the OOL.	Delete
506	5/4/2015	6/26/2015	Ensure all windows which open have window screens.	Delete
507	7/15/2015	6/26/2015	Complete and maintain at the center daily time sheets for staff and children with arrival and departure times	Delete